



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, April 11, 2016 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	July 18, 2016

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
John Starke, Professional Member
Barbara Williams, Public Member
Valarie Lacey, Public Member
Dean Pierson, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

Kevin Reinike, Professional Member
Margaret Harper, Public Member

ALSO PRESENT

Jennifer Allen, Association Executive, First State Manufactured Housing Association

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:02 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the January 11, 2016 meeting. Mr. Snyder made a motion to approve the minutes, seconded by Mr. Starke. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion and Review of Continuing Education (HUD)

The Board discussed two separate issues, one being that there are 13 states that do not have their own licensing Board and now fall under HUD's default state training and new continuing education course providers to review and approve. The Board discussed changing their rules and regulations to accept the HUD's default training for the States that do not have a licensing Board of their own. The Board discussed updating their initial training and the amount of hours to be able to accept reciprocity with other States.

Ms. Allen was present at the meeting to add to the discussion about the HUD default training. Ms. Allen explained to the Board that she arranged to have Ann Parman, VP to call on the phone and that Ms. Parman is the current Board's provider of the course that is currently used to get licensed in Delaware. Ms. Parman works with the State's that do not have licensing Boards to take the HUD default training. Ms. Wagner and Ms. Allen set the phone call up with Ms. Parman.

Ms. Parman addressed the Board about the HUD Training that is currently being taken and gave the Board a little background about the HUD program. Ms. Parman stated that currently if an installer comes from a State that has the HUD default training and then comes to Delaware to get licensed that person would then need to take both courses. Ms. Parman asked the Board if they would be willing to look at the HUD training and to see if Delaware may be able to implement the HUD training instead of the current one being used by Delaware. The HUD training would always be improved and upgraded as needed. Ms. Parman discussed the 13 States that only have the HUD training available to them. Ms. Parman stated that HUD licenses are free once the course is taken. If the Board decides to adopt this training to replace the current one, installers will not have to take two separate programs.

After further discussion Mr. Snyder made a motion, seconded by Mr. Starke, to delegate to Kevin Maloney to update the rules and to bring the updates to the next meeting for review. By unanimous vote, the motion carried.

The Board reviewed and discussed the continuing education that is currently being offered and the two new submissions that Ms. Allen brought to the Board for review. One of the continuing education providers was Patrick Lewis of Industrialized Housing Institute and the other one was Mark Conte of Industry Advisory Council of the Pennsylvania Housing Research Center as an instructor and advisor.

Both would be like to offer courses to the Delaware licensed installers for their required continuing education. Both bring years of training. The Board has been discussing for some time now about having more continuing education options available to the installers. Mr. Snyder made a motion, seconded by Mr. Starke, to approve both trainers as approved trainers for the Delaware licensed installers. By unanimous vote, the motion carried.

NEW BUSINESS

Review of Installer Application

The Board reviewed the Installer application of Mr. Joseph Rome. Mr. Rome held a license previously with the Board and is now re-applying. After discussion, Mr. Starke made a motion, seconded by Mr. Pierson, to contingent approve the installer application of Mr. Rome on submitting proof of passing the initial exam. If Mr. Rome cannot submit proof he passed the initial exam, he will have to sit for the exam again. By unanimous vote, the motion carried.

Complaint Status

There were no updates for complaints.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, July 11, 2016 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware. A discussion was made that the July 11,

2016 meeting does not work for everyone. Mr. Snyder made a motion, seconded by Ms. Williams, to change the meeting date to July 18, 2016. By unanimous vote, the motion carried.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:17 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sandra Wagner".

Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.